



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	Administrative Specialist
3	<i>Posting Number</i>	PN# 107074
4	<i>Department</i>	Library Department
5	<i>Division</i>	Library Operations
6	<i>Section</i>	Deputy Director of Library Operations*
7	<i>Reporting Location</i>	500 McKinney*
8	<i>Workdays & Hours</i>	8:30 a.m. - 5:30 a.m., Mon. - Fri.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

- Attend meetings and take minutes in order to forward information to DDLO and attendees.
- Track budget expenditures for LOPS using Excel.
- Process complaints/compliments (track in Access Database).
- Work closely with district coordinators in order to monitor staffing developments and provide reports/phone lists as needed.
- Prioritize tasks and utilize time management skills on a daily basis.
- Read, forward and/or respond to daily correspondence for DDLO in order to assist with deadline requirements.
- Drafts correspondence, reports and other documents; proofs/edits documents for accuracy, content and format.
- Prepares periodic and special reports; compiles information and maintains department reference information.
- Investigates problems/potential problems by means of written and verbal communications; prepares findings and recommends solutions.
- Coordinates and schedules the Deputy Director of Library Operations' (DDLO) activities.
- Organizes inventory, retention and retrieval of department documents & materials.
- Assists in the coordination of staff services and office management.
- Utilizes strong customer service skills in dealing with internal and external customers.
- Performs other duties essential to efficient operation of the library.

10 **WORKING CONDITIONS**

- Must be able to communicate effectively orally and in writing.
- Must be able to use a computer to access/input information.
- Must be able to move freely throughout the unit to file/retrieve materials.
- Position requires stooping, bending, and light lifting.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

14 **PREFERENCES**

- Experience with Microsoft Office 2000, particularly Word, some familiarity with Excel and Access.
- Must know how to conduct library and Internet research, or demonstrate an ability to learn how.
- Preference given to applicants with library experience.
- Requires the ability to respond to changing external stimuli with moderately demanding tolerances.
- Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

15 **SELECTION/SKILLS TESTS REQUIRED**

Department may administer a skills assessment.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 20	
\$1,151 - \$1,574 Biweekly	\$29,926 - \$40,924 Annually

18 **OPENING DATE**

October 12, 2005

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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